

FREQUENTLY ASKED QUESTIONS

For Producer/Agency and Continuing Education Matters

LICENSING

How do I obtain a resident producer license?

First you must complete an approved prelicensing course from the [Prelicensing Requirements and Prelicensing Approved Provider List](#). Choose a provider for prelicensing study material. When prelicensing is completed, visit www.prometric.com/ for information on taking the state exam. After you have passed the state exam, you may apply online at www.nipr.com or download a [Resident Producer License application](#) from our website. The fee is \$60.00.

How do I obtain a non-resident producer license?

You may apply online at www.nipr.com or by downloading a Non-Resident Producer License application from our website. The fee is \$60.00.

I just moved to NE from another state, what is the process to change my resident state to Nebraska?

First, please change the status of your previous resident license. After you have notification that the change has been completed, download a [Resident Producer License application](#) from our website. The fee is \$60.00. While we do not require a letter of certification, it is a good idea to obtain this from your previous resident state, if available.

How do I update my home or business address?

Address changes may be requested online through the National Insurance Producer Registry at www.nipr.com or by downloading a [Change Request form](#) from our website.

How may I print my license?

Licenses may be printed online at www.statebasedsystems.com. We no longer mail licenses.

How may I request a change on the following?

- Name
- Date of Birth
- Social Security Number
- Letter of Clearance
- Certification

Download a [Change Request form](#) from our website.

How may I renew my resident Nebraska producer license?

You may renew your license online at www.nipr.com or mail in the renewal notice along with the fee and continuing education certificates. The renewal fee is \$60.00. Make sure to list your current home and business addresses so we have the correct information on our system. Please note: only one renewal notice is mailed.

How may I renew my non-resident Nebraska producer license?

You may renew your license online at www.nipr.com or mail in the renewal notice along with a fee of \$60.00. Make sure to list your current home and business addresses so we have the correct information on our system. Please note: only one renewal notice is mailed.

How may I reinstate my resident Nebraska producer license?

You may reinstate online at www.nipr.com or by downloading a Resident Producer License application from our website

How may I reinstate my non-resident Nebraska producer license?

You may apply online at www.nipr.com or by downloading a Non-Resident Producer License application from our website

How may I view the status of my producer license in Nebraska?

You may view the status of your license at www.statebasedsystems.com.

AGENCIES

How may I obtain a resident Nebraska insurance agency license?

You may apply online at www.nipr.com or by downloading a Non-Resident Producer License application from our website. The fee is \$50.00.

How may I obtain a non-resident Nebraska insurance agency license?

You may apply online at www.nipr.com or by downloading a Non-Resident Producer License application from our website. The fee is \$50.00.

How may I renew my resident insurance agency license?

You may renew your license online at www.nipr.com or mail in the renewal notice along with the fee of \$50.00.

How may I renew my non-resident insurance agency license?

You may renew your license online at www.nipr.com or mail in the renewal notice along with the fee of \$50.00.

How may I reinstate my resident insurance agency license?

You may reinstate your agency license online at www.nipr.com or mail in the renewal notice along with the fee of \$100.00.

How may I reinstate my non-resident insurance agency license?

You may reinstate your agency license online at www.nipr.com or mail in the renewal notice along with the fee of \$100.00.

How may I update my agency or business address?

Address changes may be requested online through the National Insurance Producer Registry at www.nipr.com. Also, a request to update an agency address may be emailed to doi.licensing@nebraska.gov or faxed to (402) 471-6559.

How may I change the designated producer on our agency license?

Download [Agency License Amendment Form 9002A](#) from our website

How may I view the status of my insurance agency license in Nebraska?

You may view the status of your license at www.statebasedsystems.com.

CONTINUING EDUCATION AND PRELICENSING

How may I obtain a list of approved courses in Nebraska?

You may obtain a list of approved courses at www.statebasedsystems.com.

How may I obtain information on Long-Term Care Partnership?

Visit our [Long Term Care Partnership web page](#).

How often may I repeat a continuing education course?

A producer may not repeat a continuing education course for credit within a 2 year renewal period.

Prelicensing

What are the required pre-licensing education classroom hours?

Life	20 hours
Health	20 hours
Combined Life and Health	40 hours
Property	20 hours
Casualty	20 hours
Combined Property and Casualty	40 hours
Personal Lines	20 hours
Title	12 hours
Crop	6 hours

Where can I get information on insurance education providers?

You may obtain a list of approved education providers at www.statebasedsystems.com.

How much is the examination fee?

The examination fee is \$59 per line of authority.

When and where are the examinations given?

Examinations are given by our contracted vendor, Prometric. You may either contact Prometric at 1-800-853-4753, or visit their website at www.prometric.com/.

Can Prelicensing Requirements be waived?

Yes, if you currently maintain one of the following designations:

- Chartered Property and Casualty Underwriter
- Registered Health Underwriter
- Certified Financial Planner
- Chartered Financial Consultant
- Fellow Life Management Institute
- Life Underwriter Training Council Fellow
- Certified Employee Benefit Specialist
- College degree with a concentration in insurance from an accredited educational institution
- Chartered Life Underwriter
- Associate in Risk Management
- Accredited Insurance Advisor
- Certified Insurance Counselor
- Employee Benefit Consultant
- Health Insurance Associate

How do I obtain study material to aid in passing the examination if I have received a waiver of the education requirements?

The responsibility of preparing for the examination rests with the applicant and should be considered when applying for the waiver. Applicants may contact the prelicensing education providers located in our listing to obtain the names of publishers and study materials.

Continuing Education**Currently, I have more than the required credits to renew my license. Can I carry them over to the next licensing cycle?**

No, continuing education credits may not be carried over to the next renewal period.

How may I view my continuing education transcript?

You may view your continuing education online at www.statebasedsystems.com.

How do I schedule a course?

Contact any authorized insurance education provider for their scheduled courses. Contact information for these providers may be found at www.statebasedsystems.com.

How many continuing education credits will I need to complete for my license in a renewal period?

Licensees qualified to solicit one or more major lines of authority shall be required to complete the following approved continuing education activities and 3 hours of ethics in each two-year period commencing on or after January 1, 2010.

Life	21 hours
Health	21 hours
Combined Life and Health	21 hours
Property	21 hours
Casualty	21 hours
Combined Property and Casualty	21 hours
Personal Lines	21 hours
Title	6 hours
Crop	3 hours
Variable	21 hours

Ethics Requirement

In addition to the hours required above, licensees are required to complete 3 hours of approved continuing education activities on insurance industry ethics.

Insurance consultants shall be required to complete 21 hours of continuing education activities and 3 hours of approved continuing education activities on insurance industry ethics in each two-year period.

No licensee shall be required to complete more than 24 cumulative hours in any two-year period.

MISCELLANEOUS

Does the State of Nebraska license insurance adjusters?

There is no statutory provision for the licensing of company or independent insurance adjusters in the state of Nebraska. Public adjusters must obtain a license as an insurance consultant. An application and instructions are found on our website.

Will your state issue clearance letters? Does your state require clearance letters to issue a resident producer license?

Nebraska will issue clearance letters upon request. Nebraska does not require the receipt of a clearance letter to issue a resident producer license. However, it may be necessary if your national producer information is not updated appropriately.

Can a person whom is not a U.S. citizen obtain a producer license?

Yes, and must provide proof of work authorization at the time of the initial application and each renewal.

How may I process an appointment or termination of appointment?

Appointments and appointment terminations may be processed online through the National Insurance Producer Registry (NIPR) at www.nipr.com.

Producer Fee Schedule

<u>License/Service</u>	<u>Amount</u>
Resident Producer License	\$60.00
Non-Resident Producer License	\$60.00
Resident Renewal Fee	\$60.00
Non-resident Renewal Fee	\$60.00
Resident Reinstatement Fee (Within 30 days)	\$100.00
Non-resident Reinstatement Fee (Within 30 days)	\$100.00
Resident Reinstatement Fee (after 31days and before 1 year)	\$100.00
Non-resident Reinstatement Fee (after 31days and before 1 year)	\$100.00
Appointment Fee (Retaliatory based on the state of Domicile)	Minimum of \$8.00
Appointment Termination Fee	\$3.00

Agency Fee Schedule

<u>License/Service</u>	<u>Amount</u>
Agency License	\$50.00
Agency Reinstatement	\$100.00

Surplus Lines Fee Schedule

<u>License/Service</u>	<u>Amount</u>
Individual Surplus Lines License	\$250.00
Corporate Surplus Lines License	\$250.00

Consultant License Fee Schedule

<u>License/Service</u>	<u>Amount</u>
Initial License	\$60.00
Corporate Consultant License	\$50.00